

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

COMMUNITY WORKER

The Northeast Mental Health Center is an outpatient mental health program located in SA4. We are currently seeking a full time Bilingual Spanish-speaking Community Worker to provide targeted case management services for our adult and older adult population.

EXAMPLES OF DUTIES:

- Follow-up with referrals by various members of multi-disciplinary treatment team
- Provide field-based targeted case management services
- Conduct rehabilitation-option groups
- Process requests for medical records
- Assist in facilitating linkage of clients between adult outpatient and wellness center programs
- Assist in follow-up and linkage of recently-discharged clients to their primary treatment providers
- Assist in facilitating linkage of clients between adult outpatient and primary health care providers

DESIRABLE QUALIFICATIONS

- Bilingual, Spanish-speaking preferred
- Experience in working as a member of a multi-disciplinary treatment team
- Knowledge of General Relief, Medi-Cal, Healthy Way LA, and Social Security benefits establishment process
- Experience in facilitating groups
- Experience in providing field-based services
- Strong verbal and written communication skills
- Strong organization and time-management skills
- Strong ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Ability to work independently and as a team player
- Excellent social skills
- Highly motivated and flexible

Interested individuals currently holding the payroll title of Community Worker are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations no later than **April 15, 2012**, to:

Veronica Ontiveros, Secretary III
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